

**Division of Institutions
Leadership and Supervisor
Training Resource Guide**



*A self-guided system utilizing established
Training modules from the NIC and SOA*

Introduction and Overview of Leadership Training Resource Guide

Professional development is an important element to both individual and department wide professional growth. This resource guide has been developed to provide employees with a learning path for professional development that is supported and recognized by the Division of Institutions. As a professional it can be difficult to dedicate extended periods of time to training in addition to the regular required training. With that in mind, the courses in these learning tracks have been intentionally selected as self-paced.

Objective

The courses provided by the National Institute of Corrections and ASPIREALASKA are designed to be a platform for leadership learning and development.

- Upon completion of the Basic, Intermediate, and Advanced professional development tracks, the participant will be exposed to new leadership knowledge, skills, concepts, and ideas.

Accessing Training Courses

The National Institute of Corrections (NIC) Learning Center provides a vast library of online learning modules directly applicable to DOC staff. Additionally, the State of Alaska (SOA) Department of Administration (DOA) has put together self-paced learning opportunities for State employees through ASPIREALASKA.

NIC Learning Center Course Access

- Navigate to the NIC Learning Center page
<https://nic.learn.com/learncenter.asp?id=178409&page=1>
- Access the course list identified as “e-courses”. New users in the NIC learning center will be required to setup a profile.

AK DOA – ASPIREALASKA Course Access

- Navigate to the ASPIREALASKA login page.
<https://soa.csod.com/login/render.aspx?id=defaultclp>
- Access the “Learner Home” section.

Course Selection Criteria

Within the NIC e-course catalog and the ASPIREALASKA Learner Home, you will need to access the following training topics that are identified in the attached DOI Professional Development Log.

- Personal Development
- Leadership
- Team Building
- Communication
- Staff Recruitment
- Management
- Self-Selected courses relevant to improving yourself as a leader

To finish each learning track, three courses must be completed in each of the topics listed above. The participant will have the option to choose which courses they take from the NIC and ASPIREALASKA libraries, but some courses have been determined to be required. Required courses are identified in the attached DOI Professional Development Log. Participants are encouraged to work with their supervisors in identifying courses within the topics most applicable for their development.

The three professional development learning tracks are:

- Basic
- Intermediate
- Advanced

Completing the DOI Professional Development Log

The Basic, Intermediate, and Advanced Professional Development Logs are used to record the participants progress through each learning track. After completing a course, the completion date, agency providing the course, and course name will be entered in the appropriate line.

Course certificates are to be submitted to the participants Facility Training Office and the DOC Training Academy upon course completion.

After all courses have been completed, the Professional Development Log is to be submitted to the participants Facility Training Office and the DOC Training Academy with a copy of all supporting certificates attached.

Training and Reference Guide Suggestions

Please use this page to submit comments and suggestions as to the validity of the training courses mentioned herein as well as suggested courses available elsewhere that may be of value for including within this reference guide. This final page may be submitted to the training academy at doc.trainingfiles@alaska.gov.

Participant Feedback Form
Course Title(s) Under Review
Suggested Action (remove or add etc.)
Reasoning or Additional Comments
Submit this form to doc.trainingfiles@alaska.gov

DOI Leadership and Supervisor Training

Professional Development Log

BASIC

Personal Development		
Date	NIC/SOA	Course Title
	NIC	Avoid Procrastination by Getting Organized Instead
Leadership		
Date	NIC/SOA	Course Title
	NIC	Building a Leadership Development Plan
Team Building		
Date	NIC/SOA	Course Title
	NIC	Being an Effective Team Member
	NIC	Building the Foundation for an Effective Team
Communication		
Date	NIC/SOA	Course Title
	NIC	Choosing the Right Interpersonal Communication Method to Make Your Point
Staff Recruitment		
Date	NIC/SOA	Course Title
	NIC	Keeping Top Performers Challenged
Management		
Date	NIC/SOA	Course Title
	NIC	Facing Challenges as a First-time Manager
Self-Selection: 3 courses relevant to improving yourself as a leader, not limited to SOA and NIC		
Date	NIC/SOA/ Other	Course Title

Name:

Signature: _____

DOI Leadership and Supervisor Training

Professional Development Log

INTERMEDIATE

Personal Development		
Date	NIC/SOA	Course Title
	NIC	Dealing with Customer Service Incidents and Complaints
Leadership		
Date	NIC/SOA	Course Title
	NIC	Leadership in Times of Critical Incidents
Team Building		
Date	NIC/SOA	Course Title
	NIC	Handling Team Conflict
Communication		
Date	NIC/SOA	Course Title
	NIC	Do We Have a Failure to Communicate?
Staff Recruitment		
Date	NIC/SOA	Course Title
	NIC	Detecting and Dealing with Performance Problems
Management		
Date	NIC/SOA	Course Title
	NIC	Effectively Directing and Delegating as a Manager
Self-Selection: 3 courses relevant to improving yourself as a leader, not limited to SOA and NIC		
Date	NIC/SOA/ Other	Course Title

Name: _____

Signature: _____

DOI Leadership and Supervisor Training

Professional Development Log

ADVANCED

Personal Development		
Date	NIC/SOA	Course Title
	NIC	Capturing the Attention of Senior Executives
Leadership		
Date	NIC/SOA	Course Title
	NIC	Key Elements of Business Execution
Team Building		
Date	NIC/SOA	Course Title
	NIC	Managing for Cross-functionality
Communication		
Date	NIC/SOA	Course Title
	NIC	Trust Building through Effective Communication
Staff Recruitment		
Date	NIC/SOA	Course Title
	NIC	Planning for Skills Needs and Managing Performance
Management		
Date	NIC/SOA	Course Title
	NIC	Managing for Cross-functionality
Self-Selection: 3 courses relevant to improving yourself as a leader, not limited to SOA and NIC		
Date	NIC/SOA/ Other	Course Title

Name:

Signature: _____